



Upper Landing Park Rental Application

CITY OF SAINT PAUL
Chris Coleman, Mayor

300 City Hall Annex
25 West Fourth Street
St. Paul, Minnesota 55102

Telephone: 651-292-7010
Facsimile: 651-292-7014
www.stpaul.gov/harrietisland

2008 Reservations will be accepted the first business day in January, 2008

Before choosing to host your event at Upper Landing Park, please consider the following:

Reservations are made on a first-come first-serve basis, however in person reservations are honored before phone reservations for same day requests. Once a permit is granted it may not be transferred to another person or organization, there is a \$25.00 fee each time you change the date from the one listed on the application. Non-residents may apply the first day of the month, 12 months in advance. City of Saint Paul residents may apply the first business day of the month, 13 months in advance of their desired date:

- by Faxing (651.292.7014) the application and calling (651.292.7010) with a credit card number for the deposit
- or by mailing the application and deposit check to: Upper Landing Park, 300 City Hall Annex, 25 West Fourth Street, St. Paul, MN 55102

RENTAL RATES

Below are the rental rates for events held in the year 2008. All events are subject to review by the Parks Event Coordinator and other Park Staff to determine what tier your event is in by the following factors: impact to the park, number of guests, the length of event, space/facilities required, and planned activities. Rental rates are guaranteed for the year your event is held only; this permit does not specify the correct rental rates for events beyond 2008. Full payment of the permit fee is due at the time of reservation. Reservations must be made at least seven days in advance of the event date.

TIER 1 **\$200** for up to a maximum of four (4) hours, (events under 250 people)

All set up and clean up must be completed within the four hour time period.

Includes: use of lawn area does NOT include event or maintenance staff (*i.e. small picnics, wedding ceremonies, school lunch groups, and may include others which are determined by Parks Staff on an individual basis*)

TIER 2 **\$1000** up to a maximum of eight (8) hours, (events 251 to 999 people)

All set up and clean up must be completed within the eight hour time period.

Includes: use of lawn area and includes one event staff person and up to two maintenance staff. (*i.e. retirement and birthday parties, reunions, walks/runs, company picnics, school groups and may include others which are determined by Parks Staff on an individual basis*) ** Please note: additional portapotties and staff may be required; these items are dependant on event details and number of people (additions are at the expense of the event)..

TIER 3

Events over 1000 people, multiple day events and/or significant impact to the park require the 'Large Event Permit.' Contact the Parks Event Coordinator for the permit at 651.292.7010.

Additional Fees and Services: (**all fees are subject to increase*)

- \$100.00 Returnable Damage Deposit for Tier One, \$500.00 Returnable Damage Deposit for Tier Two events
- \$45.00/hour for off-duty police officer (if required) **subject to increases without notice*
- \$500.00 Locate Fee for any staked tents, games or inflatables in the lawn. (*example: large tents, giant slides, jumpers – which may also require additional insurance.*)
- \$100.00 per hour Clean up Fee will be charged when cleanup time goes beyond your maximum allotted time or if client fails to leave the park in the condition it was found.
- \$25.00 fee each time you change the reserved date

ADDITIONAL INFORMATION:

- Upper Landing Park is extremely windy.
- Parking on Upper Landing Park is very limited and cannot be guaranteed, a parking plan for events over **50** need a parking plan approved by the Parks Event Coordinator.
- **There is NO driving on the grounds (grass and sidewalks) of Upper Landing Park!** Load-in for all providers must be pre-arranged with the Parks Event Coordinator. If damage occurs to park grounds the name on the application is charged for the repairs.
- There is no power or potable water for event use at Upper Landing Park.

Tents:

Tents may be erected if the Parks Event Coordinator has been notified at least fourteen (14) days in advance of event. Tents must be weighted. If damage occurs to park grounds the name on the application is charged for repairs.

Rental Equipment:

All rental equipment and supplies can be delivered only on the day of the event and must be removed on the same day. The City of St. Paul, Division of Parks and Recreation, is not responsible for personal or rental items brought onto the property. Load-in for all providers must be arranged with Parks Event Coordinator at least fourteen (14) days prior to the event. Rental chairs and tables may be brought onto the grounds, Division of Parks and Recreation does not supply tables or chairs for the event. Renters are responsible for both setup and cleanup, unless pre-arranged with city staff.

Catering:

The City of Saint Paul, Division of Parks and Recreation, reserves the right to approve caterers and all other vendors for the event based on past experiences. Name and contact person for all client vendors must be supplied to Parks Event Coordinator at the final meeting. There is not a potable water location and gray water must be taken off site.

Serving Alcoholic Beverages:

- No liquor may be brought in by the client or guests.
- Liquor may be hosted (open bar) or a cash bar may be used. A St. Paul licensed bartender and beverage service must be hired. A list of licensed providers can be obtained from the Parks Event Coordinator.
- No alcoholic beverages may be served before or after event hours.
- No alcoholic beverages may be served to anyone under the legal age of 21 and/or anyone who is obviously intoxicated.
- The permit holder must be on the actual premises at all times alcoholic beverages are being displayed, served or consumed.

Music:

Must comply with City noise ordinances. Some events may be required to have a sound variance permit; this will be determined by the Parks Event Coordinator and the licensing department.

Security:

An off duty St. Paul Police officer may be required for private events. The rate is \$45.00 per hour (**subject to increase without notice*) with a minimum of four hours. An officer must be on site the entire duration of your event, beginning when your guests arrive to when they leave. At least one officer is required for every 250 people and/or liquor is being served. Additional security may be required depending on the nature of the event, amount of people attending and number of bar locations. The Parks Event Coordinator will arrange coverage with off duty officers; you may not use family or friends for this position.

***** Please note that there is not a covered shelter at Upper Landing Park.***

Insurance Requirements:

If alcoholic beverages are being served, the St. Paul licensed provider must provide liquor liability coverage in the amount of \$1,200,000 and must agree to the following:

- To indemnify the City of Saint Paul, Division of Parks and Recreation, and hold them harmless from any liability to any person resulting from any damage or injury occurring in connection with the permitted event proximately caused by the action of the applicant, its officers, employees or agents or guests or any person under the applicant's control, and shall further include the City of Saint Paul, Division of Parks and Recreation, 25 W. Fourth Street, #300, Saint Paul, MN 55102, as additional insured on the policy. The insurance certificate must include the event name, date and location and
- A certificate must be sent to us *14 days prior to event* or brought with to the final meeting or a copy can be faxed to 651.292.7014.

Reservation Process:

Reservations are made on a first-come first-serve basis. Once a permit is granted it may not be transferred to another person or organization; there is a \$25.00 fee each time you change the date on the application. Non-residents may apply the first day of the month, 12 months in advance. City of Saint Paul residents may apply the first business day of the month, 13 months in advance of their desired date.

1. **Applications** available at:

- <http://www.stpaul.gov/depts/parks/rental-permits/upperlandingrentals>
- or by calling 651.292.7010

Completed applications can be sent via:

Fax: 651.292.7014

Mail: Upper Landing Park
300 City Hall Annex
25 West Fourth Street
St. Paul, MN 55102

2. **Deposit of ½ (50%) of the total rental fee** is required to hold the date

Cancellation Policy:

If you choose to cancel the permit more than 180 days (more than 6 months) prior to your event you will forfeit 50% of your deposit. Any deposit paid in excess of original amount deposited will be refunded. If you cancel your permit less than 180 days (less than 6 months) prior to your event you will forfeit your entire original deposit amount. Once a permit is granted it may not be transferred to another person or organization.

Two weeks prior to your event please schedule a final meeting with the Parks Event Coordinator to discuss event details. The balance of estimated charges for your event is payable and due no later than 14 days in advance of your event or at the final meeting. Failure to pay the remaining estimated balance will cause your permit to be canceled and you will forfeit your entire deposit.

Please Note: If you need additional information before reserving Upper Landing Park or you would like to set up an appointment to visit, please contact 651.292.7010 or email harrietisland@ci.stpaul.mn.us.



CITY OF SAINT PAUL

Chris Coleman, Mayor



DIVISION OF PARKS AND RECREATION

300 City Hall Annex
25 West Fourth Street
St. Paul, Minnesota 55102
www.stpaul.gov/depts/parks

Telephone: 651-292-7010
Facsimile: 651-292-7014

2008 Application for Upper Landing Park

Please mail or fax the application to:

Harriet Island Event Coordinator
300 City Hall Annex
25 West Fourth Street
Saint Paul, MN 55108

Fax: 651.292.7014

For office use only:

Date Application Received: _____

Rental Fee Amount: _____

Date Rental Fee Received: _____

Proposed **2008** Date of Event _____

Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____

Home/Work Phone () _____ Cell Phone () _____

If this is a wedding:

Name of one individual getting married

Address (Address, City, State and Zip)

Phone number

Type of Event: _____ Picnic _____ Wedding Ceremony
_____ Corporate Event _____ Community Celebration
_____ Other (please describe) _____

Facilities to be used for event: _____ Lawn area _____ Fireworks Launch Pad

Estimated Attendance: _____ Event Hours: _____
(when guests arrive to when they leave)

Describe the event: _____

Please check all items that will be brought on grounds and/or in pavilion:

_____Tent/Canopy _____Stage/Flooring _____ Sound System (*Band and/or DJ*)
_____Decorations _____Lighting _____ Large equipment (*lift, forklift ,etc*)
_____Other _____

Will you be charging admission to your event? _____No _____ Yes (How much?_____)

Will you be selling: Food _____No _____ Yes
 Non-alcoholic beverages _____No _____ Yes
 Alcoholic Beverages _____No _____ Yes
 Merchandise _____No _____ Yes

Will you be using a caterer? ____No ____ Yes - If Yes, provide company name:_____

Will alcoholic beverages be served? ____No ____ Yes - If Yes, provide company name:_____

Rental Rate: _____ Tier One _____ Tier Two _____ Tier Three
(Rental Rate is subject to change by Parks Event Coordinator, when/after event details are determined.)

The undersigned applicant agrees:

1. To bear all costs of policing, cleaning and restoring park property used pursuant to the permit.
2. Liquor provider and/or caterer will indemnify the City of Saint Paul, Division of Parks and Recreation, and hold them harmless from any liability to any person resulting from any damage or injury occurring in connection with the permitted event proximately caused by the action of the applicant, its officers, employees or agents or guests or any person under the applicant's control. Such insurance shall be at a minimum of \$400,000 per occurrence, and \$1,200,000 in aggregate, and shall further include the City of Saint Paul, Division of Parks and Recreation, 25 W. Fourth Street, #300, Saint Paul, MN 55102, and must be named Division of Parks and Recreation, as additional insured on the policy and a certificate must be sent to us 14 days prior to event. A copy of the insurance certificate must include the event name, date and location. A copy can be faxed to 651.292.7014.
3. To limit all activities conducted on Park property to the terms of the permit. The failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in the revocation of the permit, retention of all or a portion of the damage deposit, fines, civil liability or criminal prosecution.
4. That the City of Saint Paul is not liable for any damages resulting from acts of God, including, but not limited to floods. **Please Note: Upper Landing Park is located in a flood plain.** If the park is not available because of a flood we will refund your entire deposit. We will also work with you to find an available alternate location within our park system, which may be a recreation center gymnasium. You would be notified in writing if this were to occur.

***YOUR APPLICATION IS NOT CONFIRMED UNTIL YOU HAVE RECEIVED
AN ELECTRONIC CONFIRMATION FROM OUR OFFICE.***

Applicant Signature:_____ **Date:**_____